

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 7/19/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval of Purchase Service Order with URS for Terminal Design Phase Tasks for the Key West International Airport.

ITEM BACKGROUND: This project will be funded by the Federal Aviation Administration, Florida Department of Transportation, and Passenger Facility Charge Revenue.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 7, # 8, # 9 # 10, and # 11, to the Federal Aviation Administration.

CONTRACT/AGREEMENT CHANGES: New Agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$238,880.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, FDOT, PFC Revenue

COST TO PFC: \$5,972.00

COST TO COUNTY: None

REVENUE PRODUCING:

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing X

Risk Management X

AIRPORT DIRECTOR APPROVAL _____



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

/bev
APB

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 300 days

Contract Purpose/Description: Key West International Airport Terminal Design Phase Tasks

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/ Stop)

for BOCC meeting on: 7/19/06

Agenda Deadline: 7/5/06

CONTRACT COSTS

Total Dollar Value of Contract: 238,880.00

Current Year Portion: ~ 95,000.00

Budgeted? Yes

Account Codes: 404-63096-560620-GAKA93

Grant: Yes, FAA & FDOT


County Match: PFC Revenue

ADDITIONAL COSTS

Estimated Ongoing Costs: n/a
(not included in dollar value above)

For: .
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>7/5/06</u>	() (X)	 Peter Horton	<u>7/5/06</u>
Risk Management	<u> / / </u>	() ()	<u>Pending</u> for Risk Management	<u> / / </u>
O.M.B./Purchasing	<u> / / </u>	() ()	<u>Pending</u> for OMB	<u> / / </u>
County Attorney	<u> / / </u>	() ()	<u>Pedro Mercado</u> County Attorney	<u>6/29/06</u>

Comments: _____

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS

Purchase Service Order No. 05/06-21

Re: PSA Agreement, Dated: 1-1-02

Resolution

Project Name: Key West International – Terminal Design Phase Tasks

Description of Services: (See Attached Scope of Services)

Multiple of Direct Salaries

Lump Sum X

Reimbursable Expense \$29,574.00

Lump Sum Fee \$209,306.00

Days to Complete 300

Max Fee This Service Order \$238,880.00

Payment for Services shall be in their entirety as per PSO.

Prepared by:

Milford A. Reisert
Milford A. Reisert

Date: 6/27/06

Recommended by:

7-5-06
Date: 7-5-06

Accepted by:

Carlos Garcia
Carlos Garcia
Date: 6/27/06

Approved by:

Date:

MONROE COUNTY ATTORNEY
APPROVED PERSONAL
ASSIST. MONROE COUNTY ATTORNEY

REVISED SCOPE OF SERVICES – DESIGN PHASE

1. Project Administration and Management Services

URS and its consultants will execute, assist, review and approve appropriate segments of the administrative process. During the design portion of the project, URS will have primary responsibility for agendas, meeting minutes, coordination and reporting of all administrative activities. During the construction phase of the project, URS and its consultants will support Morganti by coordinating their administrative functions with those of the contractor, subcontractors, manufacturers, suppliers and installers.

2. Discipline Coordination / Document Checking

URS will coordinate their work and the work of the sub-consultants with the Contractor and the County. URS will be responsible for the review and approval of their work and the work of the sub-consultants to insure that all drawings, specifications are properly integrated into a complete and detailed documentation of the project.

3. Agency Consulting / Review / Approval

Multiple agencies have jurisdiction over the Key West Airport. URS will research critical applicable regulations including laws, statutes, codes and advisory documents and will assist the County and the Contractor in obtaining approvals for the Project from such County, Regional, Federal and Environmental agencies as may be applicable.

URS will coordinate requirements with Authorities Having Jurisdiction (AHJ) and prepare contract documents for the Project which conform to permitting requirements. The Owner will pay for all permits and fees.

4. Owner Supplied Data Coordination

During the entirety of the Project, URS will collect, review, coordinate and disseminate Owner supplied data relevant to the development of the project. In this capacity, URS will act as one of three Project Management Team members which shall also include the County and Morganti.

The Owner shall provide relevant data required to perform the design in a timely manner and in sequence with the design schedule prepared by URS and as modified by the CM at Risk and approved by URS and the Owner. If Owner supplied data becomes available for incorporation in the design in such a manner

that the design, proceeding according to schedule, must be revised to incorporate such data, the schedule will be adjusted accordingly. If redesign associated with out of sequence information or data results in additional design effort, an equitable adjustment in the URS design fee will be negotiated with the Owner.

5. Schedule Development / Monitoring

Morganti, the CM at Risk, will have prime responsibility for development and monitoring of the Project Development Schedule. URS and the County will have joint responsibility for assisting, reviewing and approving the schedule. On a monthly basis, the Project management team will meet to review, update and respond to changes in the schedule. URS will be responsible for bringing relevant scheduling data to the monthly meeting and then disseminating schedule updates to their sub-consultants. Keeping the Project on schedule is a joint responsibility.

URS' design fee is based on the Design being complete June 30, 2006. Design fee includes early design packages (2) and a 100% Construction Document Package. Bid Phase for the 100% is assumed to be 45 days (with award 8/14/06). Construction is anticipated to be complete by 8/14/08. If these phases extend beyond these dates, an equitable adjustment to the URS design Fee will be negotiated, based on anticipated monthly costs per URS fee breakdown by phase.

6. Cost Modeling / Cost Estimating of the Work

The County has provided both the Architect and CM at Risk with the County's Project Budget (GMP). Primary responsibility for construction cost and adherence to the GMP resides with Morganti. However, it will be the responsibility of URS and its sub-consultants to work with Morganti and the sub-contractors during the Design Phase of the project to analyze materials, products and systems so as to achieve the desired function at the lowest overall cost consistent with the GMP. This is not intended to be a formal Value Engineering exercise, but rather a working methodology for insuring that the project is designed within informed budget guidelines. The County, URS and Morganti, as the Project Management Team, have joint responsibility for development of the Project within the designated GMP. The County will have sole authority to increase the GMP.

As discussed during fee/scope negotiations, the URS fee and scope does not include re-design efforts that result from Value Engineering investigations that should arise after establishment of the GMP. As discussed, the cost of re-design effort will be included as a cost to be weighed against potential savings. In the event savings exceed cost of redesign and the Owner approves the change, URS' fees will be negotiated as an additional service. Also during negotiations, proposed fees for design of temporary construction elements have been eliminated from the URS Scope of Work. As proposed by the CM at Risk, any

design required to support temporary construction elements (utilities, temporary structures for passenger operations or rental car support, for instance) will be handled by CM at Risk. When required, URS will coordinate the Construction Document design efforts with any CM AT RISK provided design and site utilization requirements.

7. Presentations

At intervals appropriate to the development of the Project, URS will be expected to report on the progress and product of their work. Such meetings will be held in concert with other scheduled activities between the County, the Consultants and the Contractor. In most cases, the presentation will be in the form of an over-the-shoulder review.

The URS fee proposal includes one formal presentation to include exterior and interior renderings in Powerpoint format to be made to the County Commissioners. Should any additional renderings, animations, models, or promotional materials be required, the scope will be negotiated at that time and corresponding adjustment to the design fee will be negotiated as an additional service. URS' fee does include review of progress documents with tenants at monthly Tech Committee meetings and milestone submittals at DD and CD with the Owner.

8. Site Development Planning

URS and its consultants, as a part of the basic design, shall develop the overall site plan for the project. The site plans shall include structures placement, facilities development, development phasing, movement systems and parking, utilities systems, surface and subsurface conditions, ecological requirements and landscape concepts and forms. As the Site Plan develops, URS and the sub-consultants will expand the plan into the various specialty areas such as electrical service and distribution, gas services and distribution, water supply and distribution, site drainage, sanitary sewer collection and disposal, storm water collection and disposal, site mechanical systems, fire systems, emergency systems, security systems, site illumination, communications systems and the like. URS and its sub-consultants will also provide the design integration between on-site utility systems and off-site utility systems.

9. Geotechnical Engineering

It is understood that URS has completed most of the geotechnical investigation and reporting for this project. As a part of this service, URS and its sub-consultants will integrate data collected as part of the investigation such as bearing values, percolation rates and other such information into the design solutions of the various disciplines.

10. Site Survey

It is understood that URS has completed most of the site survey services for this project. As a part of this service, URS and its sub-consultants will integrate data

collected as part of the investigation such as grades, lines designating improvements, structures, rights-of-way, restrictions, easements, encroachments, boundaries and contours, landscaping elements, utility services and the like. All information shall contain appropriate data such as inverts and depths and be referenced to a project benchmark.

As the Mario Sanchez Park was not anticipated in the original scope of work, the original topographic survey did not include this area. URS will provide that survey data and the cost will be included in the reimbursable expense budget described above.

11. Architectural Design / Documentation

At this time, a significant portion of the architectural Design and Design Development documentation is already complete. As this process continues into the Contract Documents Phase, URS will make any final adjustments to the design based on budgetary and/or discovery opportunities. The final documents presented to the contractor shall define, locate, dimension and quantify all elements of the Project. Based on this documentation, the contractor should be able to obtain bids from subcontractors and clearly understand how the various components are integrated into the construction. Vague or exculpatory language shall not be used to define any aspect of the work.

Architectural Design/Documentation (including building aesthetic concepts) as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

12. Structural Design / Documentation

The integrity of the structural components of this project is a primary concern due to the elevated wind loads and storm surge effects which are common in the Florida Keys. The structural engineers will need to respond to these conditions adequately yet efficiently in order to keep the Project within the GMP. Section 553.79(5), Florida Statutes, requires that a Special Inspector perform structural inspections on threshold buildings in accordance with a structural inspection plan describing specific inspection procedures and schedules such that the building can be adequately inspected for compliance with the permitted documents. Inspections shall include shoring and re-shoring during construction. The law further states that special inspectors shall meet the requirements for qualification established by the Florida Board of Professional Engineers. Note that URS has made a presentation to Monroe County Building Officials regarding the Terminal Occupancy and Occupant Load and the requirements for Threshold Inspections. Monroe County Building Department, represented by Mr. Joe Paskalik, has agreed that Threshold Inspections are not required. URS has confirmed that back to Mr. Paskalik in correspondence. The Airport has been copied with this correspondence.

Structural systems as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

13. Mechanical Design / Documentation

The mechanical design for the Key West airport must respond to a variety of climatic and occupancy needs. Salt spray, hurricane force winds and flying projectiles limit the life expectancy and performance of mechanical equipment. The infiltration effect of passengers moving in and out of the buildings negatively impacts balancing and air distribution calculations. The County is expecting the mechanical design and documentation to offer a low maintenance and highly efficient response to the Project needs.

Mechanical/Plumbing/Fire Protection systems as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

14. Electrical Design / Documentation

In addition to providing normal electrical design services, the County expects the Electrical Engineer to consider and plan for the interruption of electrical service that is more the norm than the exception here in Key West. The airport must be capable of continued operation in all but the most severe disaster. Following a severe disaster, the airport must be capable of returning to service within a short period of time. Maintenance is also a critical aspect of the airport. Key West is remote in terms of services available in most other areas. Equipment, fixtures and systems must be designed with the words "easily maintained" in mind. Stocking multiple types of replacement components and training limited staff to repair complex systems is not possible and the design should address this condition.

Electrical systems (Power distribution, lighting, and fire alarm) as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

15. Civil Design / Documentation

Flooding is no stranger to Key West Airport. This cannot be prevented, but mitigating the effects is essential. It will be the responsibility of the Civil Engineer to identify potential problems and alert the rest of the design team as to their potential effect on design solutions, placement of equipment and the like.

16. Landscape Design / Documentation

Landscape solutions in crowded airports are difficult. Salt water intrusion kills or damages many plant types. High maintenance design solutions do not work well when staff is limited. A destination airport such as Key West needs to tell people that they have arrived at or are leaving a unique location. The airport intends to create a theme park honoring a local artist who passed away last April. These are the challenges and opportunities that the Landscape Architect will work with to create a landscape plan that will set Key West Airport apart from others. The County expects a design solution that will instill fond memories in the minds of people who visit Key West.

17. Interior Design / Documentation

The Architectural team has developed a functional response to the program needs of the Key West Airport. That team is now working to enhance the design and bring it to life in terms of visual appeal and character. It will be the responsibility of the Interior Design team to support, even advance the efforts of the Architect. Furnishings and finishes need to support the Key West theme, yet be durable and easy to maintain. The opportunity to do something exceptional is present and the County expects the Interior Designers to meet the challenge.

18. Security System Design / Documentation

Airport security is at an all time high. Many passengers are intimidated by this situation. They need to arrive early, submit to personal property and body searches and wait in defined holding areas. These are all somewhat offensive to most people. Security systems in the Key West Airport need to minimize these feelings as much as possible. Management would like to see security operate in the background as much as possible. The design of the security system must also be flexible. Changes in security requirements occur frequently and the Key West Airport must be able to respond with as little inconvenience as possible. The infrastructure of the security system should offer flexibility, accessibility and reliability.

Security systems (Access control, CCTV, paging) as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

19. Baggage System Design / Documentation

The original plans for the airport had baggage traveling up and down within the terminal. The baggage system designer needs to understand that the Key West Airport experiences mechanical and electrical failures in excess of most other airports. The new baggage system must be capable of processing baggage under adverse conditions such as conveyor breakdown or power failure. In most airports, failures such as those mentioned above would be addressed immediately. In Key West, it could be days or longer before full service is restored. The flow of passengers will continue at the same rate regardless of conditions and the baggage system must support this eventuality.

Baggage systems as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

20. Airline Systems

The new airport will be substantially larger than the current facility. Communications and information systems will be necessary to provide for efficient operation. The Consultant Team shall coordinate with Airport Administration, the airlines and other groups or individuals with a vested interest in this aspect of the project. As part of the Project, the Consultant Team will design and include (in the Construction Documents) the systems or infrastructure used by the airlines to communicate or transmit internal or external data.

Communication systems (Communication backbone) as defined in the Schematic Design documents submitted 12/20/05 have been developed with the assistance of the CM AT RISK and are approved by the Owner. These will be the basis of design for Design Development and Construction Document Phases.

21. Materials Research / Specifications

The research and development of the specifications form half of the communications package used by the contractor. Incomplete specifications or notes on drawings used in lieu of proper specifications fail to provide the contractor, subcontractors, suppliers, manufacturers and installers with sufficient information to competitively bid or properly complete the work desired.

22. Bidding Materials

For this Project, it is expected that the consulting team will produce a complete set of construction documents to be used by the contractor for bidding and construction. Bid packaging will be provided by Morganti. The County will expect to receive drawings and specifications that clearly illustrate and give definition as to how the building goes together. Redundant documentation is unnecessary; however, incomplete information is also undesirable. Leaving design work, code interpretations or omitted segments of the Project for the Contractor to resolve will not be acceptable.

Deliverables produced by URS as a part of the Contract Documents shall meet the Industry accepted measure of Standard of Care and all contract documents shall be representative of work provided by other architectural/engineering firms of similar size, specialized expertise and engaged in performance of similar work. Construction Documents shall be 24"x36" for drawings and 8.5"x11" for specifications.

23. Addenda

As the contractor issues the various bid packages, it may be necessary for the consulting team to supplement the information provided in the plans and specifications. The procedures to be followed will parallel those used in the traditional design-bid-build format with the exception that Morganti will be issuing the bid package and not the County.

24. Analysis of Alternates/Substitutions

During the course of the project opportunities may appear where alternates or substitutions may be in the best interest of the project. The consulting team will be expected to consider, analyze, compare and make recommendations relative to an alternative or substitution proposed by Morganti, a subcontractor, manufacturer, supplier or installer.

The URS design scope includes "in process" design analysis of alternate building systems in conjunction with the CM AT RISK. URS' design scope does not include development of extensive Contract Document Bid Alternates.

25. Art in Public Places program

County policy dictates that 1% of a Project's construction costs will be set aside for the acquisition, commission, installation and maintenance of works of art in said Project. It is important to note that the construction costs do not include Consultant fees, abatement costs, environmental preparation, site work or contingency costs. It is also important to restate that the artist's budget must include costs for installation and maintenance of their art. The Consultant Team will assist in the determination of the art budget and the selection, placement and coordination of the art pieces.

26. Demolition Services

Selective demolition will be a part of this Project. The Consultant Team will include demolition drawings in the Construction Documents or prepare a separate demolition package as a part of their work.

URS' proposal is based on inclusion of necessary demolition documentation in the Contract Documents (specifically that demolition which can be defined through examination of existing Record Documents and field observation of observable conditions). There may be hidden demolition requirements that are not observable or inferable in the existing facility. These will be addressed when they are discovered, and may require Change Orders for the Contractor. If these unforeseeable conditions require additional design to resolve, an equitable adjustment to URS' fee will be negotiated.

The proposal is also based on the assumption that all necessary Hazardous Material assessment and remediation requirements have been defined. The Contract Documents will include any existing requirements for remediation that have been defined in available assessment reports.

27. Project Promotion / Public Relations

No special project promotion or public relations program is anticipated. However, it is expected that the Consultant Team will provide some written and/or graphic materials to the airport to assist with its desire to keep the public informed as to the quality and progress of the airport's development. Copies of illustrations, plans and the like are appropriate. The airport would also like to involve the Consultant Team and Contractor in those activities and any other events which would benefit their individual company's marketing efforts.

28. Extended Contract Administration / Management

It is expected the Consultant Team will assist the County with all FAA, FDOT, EPA and other applicable agency review, approval and permitting processes as a part of this Project.

29. Expenses

URS has provided an estimate of anticipated reimbursable Direct Expenses. These include estimated costs for airfare, hotels, rental cars, parking etc. related to design review and contract administration site visits. Also included are costs associated with the minor additional survey required for the Mario Sanchez Park. These are estimates and subject to change based on actual costs incurred. These will be billed at cost. Our expenses estimate includes anticipated costs for reproduction of progress documentation (drawings and specs).

30. Project Team

It is expected that the Consultant Team currently in place will execute the above listed services and any changes or additions to the team will require prior approval from The Morganti Group and Monroe County.

Key West International Airport
Design Phase Professional Services and Expenses
Add Service Request - CM Coordination

REVISION 2

URS Corporation
4/24/2006

Mechanical CADD	\$45	24	\$1,075
Senior Electrical Engineer	\$106	24	\$2,554
Subtotal			\$62,094

8. Additional Expenses

With additional coordination requirements with the CM, it is anticipated that additional trips will be

Item	Unit Cost	Qty	Subtotal
Airfare Columbus/Tampa/Key West - Coord.)	\$600	12	\$7,200
Hotel	\$120	24	\$2,880
Per Diem	\$24	24	\$576
Airfare Columbus/Tampa/Key West - Progress Meetings)	\$600	16	\$9,600
Hotel	\$120	32	\$3,840
Per Diem	\$24	32	\$768
Airfare Tampa/Key West	\$300	12	\$3,600
Parking/Misc.	\$15	30	\$450
Rental car	\$55	12	\$660
Subtotal			\$29,574

Professional Services	\$209,306
Expenses	\$29,574
Total Additional Service Amount	\$238,880